



A Guide to Underground Covenant Processing

Why the Covenant Exists

Carmel Municipal Code Section 15.36.020 states that all newly constructed buildings or structures, and those remodeled with a valuation of \$200,000 or more, are required to be provided with underground service laterals for electrical connections. This process can be initiated through PG&E once a permit number is assigned for a building permit and can take up to two years to complete.

In order to allow individuals to take occupancy of their building or structure prior to PG&E completing the underground lateral connection the City has created the Underground Covenant process. This is an agreement that is recorded against the property deed between the homeowner and the City allowing occupancy to be granted with the understanding that the homeowner will submit for and obtain an electrical permit for the undergrounding work when PG&E is ready to perform the undergrounding.

Process for Completing Covenant

1. The homeowner, or homeowners' contractor, initiates this process by contacting the Building Permit Technician at (831) 620-2010 or at building@ci.carmel.ca.us.
 - There is not a specific form to be completed for the request to be initiated, an email or in person request is sufficient.
2. The Building Permit Technician receives the request logs this into iWorQ as a note under the applicable permit number.
3. The Building Permit Technician routes the request to the Building Inspector and assigned Project Planner to confirm that there are no items that would prevent occupancy of the building/structure or delay approval of the covenant.
 - If there are items preventing occupancy, these must be addressed and approved by the Building Inspector prior to continuing the covenant process.
4. Once approval from the Building Inspector and Project Planner is obtained, the Building Permit Technician may then begin scheduling with the homeowner for signature and notarizing the underground covenant.
 - The City offers notarizing services at the City Hall free of charge to the homeowner.
 - If a homeowner does not utilize notarizing services at the City Hall then physical copies of the agreement must be notarized and hard-copies mailed back to the City Hall for countersignature.
5. The covenant form is a template letter saved in the iWorQ system that the Building Permit Technician will generate.
6. The Building Permit Technician will coordinate with the Department Director, notary service provider, and the homeowner for signature at the City Hall.
7. The property owner must be available to sign in person and have a physical ID for the notary service.
8. Once the covenant is signed by all parties it is the City's responsibility to have this document recorded at the Monterey County Recorder's office.
9. Upon recording of the document, the recording individual will obtain copies of the recorded document and send a copy of this to the homeowner for their records.
 - The Monterey County Recorder's Office will later send a hardcopy of the original recorded document to the City Hall offices for record keeping.